

~~ADMINISTRATIVE~~ ~~INTERNAL USE ONLY~~
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9 SEP 1970

MEMORANDUM FOR THE RECORD

SUBJECT: Disposition of Headquarters Building Drawings,
Now in the Field Engineering Branch, 905 Ames

1. With the formation of the Headquarters Engineering Branch (HEB), now physically located in the Headquarters Building, Field Engineering Branch has no requirement for these drawings and the accompanying specifications. The question of appropriate location was discussed with Messrs. [REDACTED] Building Planning Staff; [REDACTED] Headquarters Engineering Branch; and Chief, Real Estate and Construction Division during the week 24 - 28 August 1970. Headquarters Engineering Branch has a definite need for these drawings and specifications for use by the architect-engineer who is about to undertake a major utilities study of the Headquarters Building complex. [REDACTED] mentioned the A&E had already been asking where such drawings would be available.) It was also recognized that the Building Planning Staff has a definite requirement for reference use of such drawings on an intermittent basis.

2. As a result of these discussions, the following disposition of the drawings was agreed upon as the most practical method of satisfying both HEB and Building Planning Staff requirements for reference material:

a. Drawings and specifications now in the Field Engineering Branch, ninth floor Ames, will be removed to Headquarters Engineering Branch, Headquarters building during the week 1 - 4 September by the summer employees. (This has been done) Building Planning Staff presently has a few stick files of these drawings still in their office for use. When Buildings Planning Staff no longer needs these particular drawings, they will return them direct to Headquarters Engineering Branch, Headquarters building.

b. Building Planning Staff will remain in touch with Headquarters Engineering Branch [REDACTED] and reach a decision as to whether or not to order a third set of prints which can be kept in Building Planning Staff offices for their own use. In this regard, [REDACTED]

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[REDACTED] pointed out that he may have to order additional prints for use by the A&E to support the utility study. If he does, it may prove practical to order an additional set for the Building Planning Staff's use at that time. (In this connection, it was noted that the Printing Services Division possibly no longer charges for reproduction services rendered, thus, if we can obtain the reproducibles, the additional prints may be obtainable without further reimbursement from Building Planning Staff or RECD)

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c. Until such time as the Building Planning Staff obtains the file of drawings they need, I offered to have either our summer employees, or [REDACTED] assist [REDACTED] in obtaining from Headquarters any drawings he might need to borrow on an emergency basis. Requests for routine loans, Building Planning Staff will handled directly with [REDACTED] HEB office.

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Distribution:

- Original - OL/RECD Official
- 1 - OL/RECD/FengB Chrono
- 1 - OL/RECD/HEB
- 1 - OL/BPS
- 1 - OL Reader

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OL/RECD/FengB, [REDACTED] ems, [REDACTED]
(4 September 1970)

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[REDACTED] indicated that DSA/BS would be unlikely to obtain extra sets of H&S drawings. For the foreseeable future, we shall have to rely on the sets located in ADS/LSD and HEB/RECD.

[Signature]

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TRANSMITTAL SLIP		DATE																																								
TO: OL/Building Planning Staff																																										
ROOM NO. 1012	BUILDING Ames																																									
REMARKS:																																										
<div style="display: flex; align-items: center;"> <div style="margin-right: 20px;"> <p><i>action</i> ✓</p> <p><i>File:</i></p> <p><i>SITE DEVELOPMENT: Plans - Schematics.</i></p> </div> <table border="1"> <tr> <td>KKA</td> <td><i>A</i></td> <td><i>BPS</i></td> <td><i>9 Sept</i></td> </tr> <tr> <td>HCC</td> <td>---</td> <td>---</td> <td>---</td> </tr> <tr> <td>RLF</td> <td>---</td> <td>---</td> <td>---</td> </tr> <tr> <td>JEH</td> <td><i>✓</i></td> <td><i>9 Sept.</i></td> <td><i>9 Sept.</i></td> </tr> <tr> <td>RLH</td> <td><i>✓</i></td> <td><i>9 Sept.</i></td> <td><i>9 Sept.</i></td> </tr> <tr> <td>WAK</td> <td>---</td> <td>---</td> <td>---</td> </tr> <tr> <td>FHW</td> <td>---</td> <td>---</td> <td>---</td> </tr> <tr> <td>SEC</td> <td><i>✓</i></td> <td>---</td> <td>---</td> </tr> <tr> <td>---</td> <td>---</td> <td>---</td> <td>---</td> </tr> <tr> <td>---</td> <td>---</td> <td>---</td> <td>---</td> </tr> </table> </div>			KKA	<i>A</i>	<i>BPS</i>	<i>9 Sept</i>	HCC	---	---	---	RLF	---	---	---	JEH	<i>✓</i>	<i>9 Sept.</i>	<i>9 Sept.</i>	RLH	<i>✓</i>	<i>9 Sept.</i>	<i>9 Sept.</i>	WAK	---	---	---	FHW	---	---	---	SEC	<i>✓</i>	---	---	---	---	---	---	---	---	---	---
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FROM: OL/RECD/FEngB																																										
ROOM NO. 905	BUILDING Ames																																									
<p>FORM NO. 241 1 FEB 55</p> <p>REPLACES FORM 36-8 WHICH MAY BE USED.</p> <p>(47)</p>																																										

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